Desktop Publishing—Microsoft Publisher 2007

Document processing rubric:

A = 100 … The document contains no errors and turned in on time

B = 89 … The document contains one or two errors.

C = 79 … The document contains three or four errors.

D = 69 … The document contains five or more errors.

F = 59 … The document is incomplete.

F = 0 … The document was not handed in.

**Add the following terms to your DTP Quizlet Flashcards. The terms can be found the Lesson 3 chapter found in the binder.**

Invitation

Global Function

AutoShapes

3-D Effect

Gradient

Postcard

Logo

.gif Format

.jpg Format

.png Format

Opaque Background

Transparent Background

Content Library

**Save your terms and print one copy of your quizlet flashcards.**

**Lesson 4—Invitations and Postcards Due:**

|  |  |  |
| --- | --- | --- |
| **Assignment** | **Pts. Earned** | **Comments** |
| Quizlet DTP printed |  |  |
| Seniors Center Birthday Invitation printed & folded |  |  |
| AutoShape Practice |  |  |
| Fund Raiser Invitation printed & folded |  |  |
| Humane Society Postcard |  |  |
| Bike Patrol Logo |  |  |
| Review Questions p. 80-81 |  |  |
| Project 4-1 Annual Bike Auction Postcard |  |  |
| Project 4-2 Invitation of your choice |  |  |
| TOTAL (900) |  |  |